



## **Job Description Hamilton County Tourism, Inc. Administrative Assistant**

**Department:** Sales  
**Reports to:** Director of Sales  
**Job Classification:** Non-Exempt, Full-Time, Assistant

### **Position Statement**

The Administrative Assistant at Hamilton County Tourism (HCT) serves as the primary source of administrative support for the Sales Department, ensuring smooth and efficient operations.

### **Responsibilities**

#### **Administration (70%)**

- Provide essential tasks to ensure the department runs smoothly by coordinating activities, scheduling meetings, handling staff travel reservations and conference registrations and serving as a resource for sales events, site visits, client visits, sports meetings and other events as assigned.
- Perform general clerical duties to include photocopying, mailing, filing, maintaining department records and files, and errands as needed.
- Manage Sales communications including e-newsletters and invitations. Assist all sales staff with email and written correspondence, agendas, leads, bid documents, proposals and presentations as needed.
- Update the major events calendar each month and provide information to the Database Assistant.
- Manage the purchase requisition process for the department ensuring all invoices are paid and supporting documents provided.
- Pull reports, enter data, and assist Director of Sales with details in the organization's customer relationship management system (CRM) regarding client accounts and sales progress toward goals.
- Maintain budget spreadsheets for projects as directed.

#### **Project Support (20%)**

- Assist the department with managing marketing projects such as monitoring deadlines and costs of creative projects and routing creative concepts for approval.
- Assist the department with transitioning events from sales to service by transferring files, plans, contacts and other pertinent information to the Visitor Experience department.
- Work promotional booths or assist lead sales associate in booths as needed to provide back-up support. Promotional booth sales and information dissemination could include golf, weddings, business networking, sports or other.
- Pull gift cards and gifts from partner inventory to create tasteful giveaway baskets, letters and gifts for clients.

**Additional Responsibilities (10%)**

- Participate in HCT-sponsored functions and activities as needed.
- Participate in weekly department meetings, staff meetings and project meetings as required by position or requested by supervisor.
- Demonstrate a commitment to developing and embracing Hamilton County Tourism's core values of communication, collaboration, growth, intelligence and stewardship.
- Perform other duties as assigned.

**Education & Experience**

- Associates degree or equivalent, relevant work experience
- At least 2 years of office or administrative experience preferred

**Requirements**

- Highly organized and detail-oriented
- Strong verbal and written communication skills
- Capacity to manage multiple projects and tasks
- Commitment to quality and accuracy
- Ability to work independently and as part of a team
- Positive attitude and professional demeanor
- Proficiency in current computer software systems, including Microsoft Office
- Basic data processing and spreadsheet knowledge
- Enthusiasm to learn about various market segments (meetings, weddings, sports)
- Ability to lift at least 25 pounds and move boxes and bulky materials
- Valid driver's license and ability to drive own car as well as HCT's vehicles
- Although this position is primarily 8 a.m.-5 p.m., Monday-Friday, some weekend or evening work may be required

If interested in applying for the Sales Administrative Assistant position, send a cover letter and resume to: [careers@hamiltoncountytourism.com](mailto:careers@hamiltoncountytourism.com) by October 27. No phone calls please.